

REFUND INVOICE

Holding Deposit Return

Date: [Date]

Ref #: [Reference Number]

FROM (AGENCY/LANDLORD)

[Company Name]
[Address Line 1]
[City, State, Zip]
[Phone/Email]

REFUND TO (APPLICANT)

[Applicant Name]
[Address Line 1]
[City, State, Zip]
[Phone/Email]

PROPERTY DETAILS

Address: [Full Property Address Subject to Deposit]

Description	Amount
Original Holding Deposit Paid on [Date]	[0.00]
Less: Deductions (if applicable - see notes)	([0.00])

Description

Amount

Total Refund Amount

[Currency] [0.00]

NOTES / REASON FOR REFUND

[Insert reason: e.g., Application declined, Withdrawal within cooling-off period, or Tenancy agreement finalized.]

REFUND METHOD

[Bank Transfer / Check / Original Payment Method]

Authorized Signature

[Name/Title]

Recipient Acknowledgment

Date Received